



11 MAR 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : Donald F. Chamberlain  
Inspector General

SUBJECT : DCI Oversight and Inspection Responsibilities

1. Executive Order 11905 assigned to you certain oversight responsibilities for the Intelligence Community and for CIA. Briefly, the Executive Order directs you to:

a. With respect to the Community: establish procedures that would ensure the propriety of requests from, and responses to, the White House Staff and other Executive departments and agencies; and ensure that all elements of the Community have strong Inspector General capabilities and report to the Intelligence Oversight Board.

b. With respect to CIA: establish internal policies on employee conduct and ensure that they are understood by all employees, provide for a strong and independent organization to investigate and report on unauthorized activities, report to the Intelligence Oversight Board on any questionable activities in CIA, instruct CIA employees to cooperate with the Intelligence Oversight Board, and ensure that CIA's Inspector General and General Counsel have access to any necessary information.

2. To carry out these responsibilities, it is necessary to:

a. Ensure that Intelligence Community components keep you informed regularly as to their inspection capabilities, plans, procedures, personnel, and any restrictions placed on their ability to carry out inspections and investigations.

b. Establish procedures whereby Intelligence Community components keep you promptly informed of investigations of questionable activities; and queries from, or reports to, the Intelligence Oversight Board.

c. Establish procedures whereby Intelligence Community components promptly inform you of any questionable requests from the White House Staff or other Executive departments and agencies.

d. Establish common standards and procedures in the Intelligence Community for the conduct of inspections and investigations by the Inspectors General (where appropriate and consistent with Departmental and Agency authorities and regulations) and coordinate, when appropriate, their activities.

e. Within the CIA, ensure that:

(1) There are specific procedures for handling requests from the White House Staff and other Executive departments and agencies and the reporting of questionable requests to you.

(2) The policies and guidelines governing employee conduct are current and are understood and acknowledged by each employee.

(3) All employees are instructed to cooperate fully with the Intelligence Oversight Board.

(4) Your Inspector General and General Counsel organizations are adequate to meet your oversight responsibilities under this Executive Order and that they are authorized access to all necessary information.

3. To assist you in carrying out your Intelligence Community oversight responsibilities as outlined above, I propose that you establish two mechanisms.

a. Establish a committee of Intelligence Community Inspectors General to be known as the DCI's Community Inspection Committee. This committee would:

(1) Establish common standards and procedures for the conduct of inspections and investigations within the Intelligence Community and reporting to the Intelligence Oversight Board, where appropriate and consistent with Departmental and Agency authorities and regulations.

(2) Prepare a periodic report to the Director of Central Intelligence on the capabilities of the various Inspectors General of the Intelligence Community.

(3) Coordinate, when appropriate, the inspection and investigation activities of the various Inspectors General of the Intelligence Community.

(4) Establish common procedures for the reporting to the Director of Central Intelligence of questionable requests from the White House Staff and other Executive departments and agencies to components of the Intelligence Community.

(5) Conduct inspections and investigations of Intelligence Community-level components, such as the Intelligence Community Staff and the National Intelligence Officer Staff.

The membership of this committee would be determined in consultation with the Intelligence Oversight Board. The chairman of this Committee should be designated by you and should report directly to you. The Executive Secretary for this Committee would be a staff element under the DCI and not have any directly associated CIA responsibilities (see also b. below). I do not envision this Committee as being a major undertaking. Its main value would be in bringing a measure of agreement within the Intelligence Community on oversight standards and procedures.

b. Designate, as a position on your staff, an Assistant to the DCI for Oversight and Inspection Matters who would serve as a point of contact for the Intelligence Oversight Board staff and the Inspectors General of the Intelligence Community. He would receive and review on your behalf copies of requests from the Intelligence Oversight Board to Intelligence Community components, copies of reports from the Intelligence Community components (including their General Counsels and Inspectors General) to the Intelligence Oversight Board, reports from the Community Inspection Committee, and generally keep you informed on oversight matters.\* This officer would also serve as the Executive Secretary of the Community Inspection Committee and could have other assignments. The incumbent would serve in a staff capacity only and not have any responsibilities for conducting inspections or investigations.

4. With respect to your oversight responsibilities as the head of CIA, the following steps have been taken:

a. CIA regulations are currently being reviewed and revised to conform with the Executive Order. This includes:

(1) Revising the regulations on restrictions on Agency activities.

(2) Updating the regulations concerning the duties and authorities of the CIA Inspector General and General Counsel and preparing notices to all employees on their role.

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\*There may be considerable objection on the part of some members of the Community to furnishing this officer, in your name, with copies of their various reports to the Intelligence Oversight Board. I do not see how you can fulfill your oversight responsibilities under the Executive Order unless you have access to copies of these reports.

(3) Drafting a memorandum from you to all employees requiring full cooperation with the Intelligence Oversight Board and,

(4) Revising the Headquarters Handbook which is required regulatory reading by all employees.

b. The Offices of the Inspector General and General Counsel have been substantially enlarged to enable them to carry out their increased oversight responsibilities.

I believe that once these steps are completed, the capabilities, regulations, and procedures within the CIA should be adequate to your oversight responsibilities.

[Redacted Signature Box]

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Donald F. Chamberlain